

## **Scheme of Delegation and Decision-Making Powers**

### **1. Purpose**

The purpose of this document is to set out a clear and transparent approach to key areas of decision-making to ensure that the responsibilities as prescribed in the University's Statutory Instrument ([The Abertay University \(Scotland\) Order of Council 2019](#)) are effectively discharged. The development of this Scheme of Delegation is informed by the [Scottish Code for Good Higher Education Governance 2023](#).

This Scheme of Delegation confirms the specific powers and responsibilities for certain key decisions. It is not intended to be a full and complete description of the roles and remits of all University committees and officers. Any changes to this document, in so far as they apply to the powers of Court or those delegated as per this scheme, must be approved by Court normally on recommendation of the Governance and Nominations Committee.

### **2. Introduction**

Court is the University's Governing Body and has ultimate responsibility for the University. The powers and responsibilities of Court are defined in accordance with [The Abertay University \(Scotland\) Order of Council 2019](#), [the Higher Education Governance \(Scotland\) Act 2016](#) and the [Court Statement of Primary Responsibilities](#).

In addition, the [University Court Standing Orders](#) outline the rules and procedures for conducting meetings and making decisions. They ensure orderly and efficient governance by defining the roles, responsibilities, and conduct expected of members. This governance framework maintains transparency, consistency, and accountability within the University's governing body.

Court's role is to approve the mission and strategic vision of the University, and to monitor and challenge the execution of the strategy by the Principal. Court must secure appropriate assurance on academic governance and quality from the academic council, Senate. To support effective decision-making, the composition of Court includes independent lay members as well as representatives of staff and students.

All Court members, as charity trustees, are required to act in the best interests of the University as a charity, ensuring decisions are consistent with its charitable purposes, made with due care and diligence, and in compliance with relevant legislation.

Senate is the University's academic council, defined by the [Higher Education Governance \(Scotland\) Act 2016](#) as the body which "is responsible for the overall planning, co-ordination, development and supervision of the academic work of the institution". Senate is chaired by the Principal and Vice-Chancellor.

### 3. Principles of Delegation

Any delegate of Court (including the Principal and Vice-Chancellor, the Chair of Court, the Secretary to Court, or other officer) shall exercise their delegated powers on behalf of the University at all times in accordance with the following overarching principles:

1. Decisions and actions will not exceed the level of authority delegated by Court and must not be a matter reserved to Court.
2. Sufficient detail, evidence and relevant level of prior review and confirmation to support any action, with appropriate professional advice, must be available to the delegate to allow them to make an informed decision and to enable them to demonstrate, if necessary, to Court, auditors or funders that an appropriate course of action is taken.
3. Decisions and actions shall be in the best interests of the University and consistent with the University's values, charitable purposes, and the institutional objectives and priorities set out in the agreed Strategy
4. Decisions or actions must not give rise to a conflict of interest which has not been declared and should be consistent with the Nine Principles of Public Life in Scotland ([Appendix 1](#)).
5. Decisions or actions should be guided by the University's Risk Appetite Statement and comply with legal and funding body obligations.
6. Decisions or actions must be consistent with the approved University budget unless otherwise stated.
7. Decisions or actions shall be guided by the University's policies and procedures.
8. Authorities not delegated under this Scheme and authorities for all commitments and transactions above the maximum delegated monetary values within this Scheme remain with the University Court.
9. Detailed financial sub-delegations are approved by the relevant delegated authority holder and cannot exceed the value of the delegation held by the delegated authority holder. This does not delegate the overall responsibility of the delegated authority holder.
10. All delegated authority holders named in this document are responsible for ensuring that appropriate business continuity plans are in place should they not be available to undertake their roles. In the absence of the Principal, the Delegated Authority is sub-delegated according to the Principal's deputising arrangements.

Notwithstanding any delegations under this Scheme, Court reserves at all times:

1. Approval of matters reserved to Court.
2. The power to suspend, amend or withdraw a delegation under this Scheme;
3. The power to exercise any business or function delegated under this Scheme.

The Chair's Committee is able to act in the name of Court between meetings in any cases of urgency, where it is not practicable to convene a meeting of Court and as outlined in its Terms of Reference.

Further details and the Terms of Reference for the Chair's Committee are available on the University's website at [Chairs Committee | Abertay University](#)

### **3.1 Role of the Chair of Court**

The Chair is responsible for the leadership of Court. As Chair of its meetings, they are responsible for ensuring that the necessary business of Court is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of public business.

The Vice-Chair presides at meetings of Court in the absence of the Chair of Court or while the position is vacant and during that time has the powers and duties of the Chair as set out in the Standing Orders of Court and in the document 'The Role of the Chair'.

The Chair may delegate duties to other members of Court but must do so with the consent of Court and with due regard to the Chair's statutory responsibilities and the rules of Court. Any such delegation should be clearly recorded.

Further details on the Role of the Chair of Court are available on the University's website at [Court's Key Individuals | Abertay University](#).

### **3.2 Role of the Principal and Vice-Chancellor**

The Principal and Vice-Chancellor is responsible for the strategic leadership of the University, in fulfilment of its mission. In carrying this out, the Principal will manage the University's executive team, ensure the quality of the student learning experience, and effectively communicate to all stakeholders the institution's mission, vision, and values. The Principal is also responsible for delivering the University's strategic objectives, as agreed with the University Court. The Principal and Vice-Chancellor is the University's Chief Executive with formal responsibilities for the leadership and management of the University as delegated by the University Court. The Principal has responsibility for ensuring the implementation of decisions of the University Court

Court delegates authority to the Principal and Vice-Chancellor of the University, as chief executive, for the academic, corporate, financial, estate and personnel management of the

University. Decisions that are borderline in terms of the delegated authority of Court should nonetheless be discussed with Court to ensure transparency. This may mean that the items are novel, potentially contentious or repercussive. This may include major staffing changes or large capital projects. It may also include decisions which are just within delegated limits, or which involve contractual commitments to significant spending in future years for which plans have not been set, or which could be seen as setting a potentially expensive precedent.

Further details on the Role of the Principal and Vice-Chancellor are available on the University's website at [Court's Key Individuals | Abertay University](#).

## **4. Responsibility to Inform/Reporting**

The responsibilities of the Court Committees are set out in their Terms of Reference which are available on the University Website at [Committees of Court | Abertay University](#) and should be read in conjunction with this document.

When a Committee has acted under delegated authority it should submit a written report (this may be via its minutes) to the Court on the decision that it has taken on Court's behalf.

If there is a query on whether a decision taken, or proposed to be taken, by a delegated committee or person contravenes the provision of this Scheme, it should be escalated to the Secretary to Court who shall decide on behalf of Court in consultation with the Principal and/or the Chair of Court as appropriate if the decision falls within the provisions of the Scheme and how to proceed.

### **4.1 Legal Contracts and Risk**

Contracts may only be signed by officers authorised to do so in line with the list of signing authorities set out in schedule 1 (this will be considered by Court on 17 February 2026).

## 5. Scheme of Delegation

Governance					
ID	Decision or Activity	Approval Authority/ Delegated to:	Recommending Committee/ Role Holder	Advising Officer	Additional Information
Matters Reserved to Court					
6.1.1	Changes to the Governing Order	University Court	Governance and Nominations Committee	Secretary to Court	Subject to Privy Council ratification.
6.1.2	Approval of the Court Statement of Primary Responsibilities.	University Court	Governance and Nominations Committee	Secretary to Court	In line with the Policy Document Governance Framework.
6.1.3	Approval of the Scheme of Delegation and Decision-Making Powers.	University Court	Governance and Nominations Committee	Secretary to Court	In line with the Policy Document Governance Framework.
6.1.4	Approval of University Court Standing Orders.	University Court	Governance and Nominations Committee	Secretary to Court	In line with the Policy Document Governance Framework.
6.1.6	Approval of Court Committees Structure and Terms of Reference.	University Court	Governance and Nominations Committee	Secretary to Court	In line with the Policy Document Governance Framework.

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6.1.6	Approval of Role Profiles for Court's Key Individuals: <ul style="list-style-type: none"> <li>• Chair of Court</li> <li>• Vice-Chair of Court</li> <li>• Court Intermediary</li> <li>• Secretary to Court</li> <li>• Principal and Vice-Chancellor.</li> </ul>	University Court	Governance and Nominations Committee	Secretary to Court	In line with the Policy Document Governance Framework.
6.1.7	Approval of the Terms of Reference for the Academic Council, Senate.	University Court	Senate	Secretary to Court	Stipulated in HE Governance Act and confirmed in the Order of Council. In with the Academic Governance Framework and the Policy Document Governance Framework
6.1.8	Approval of the Constitution and Schedules of the Abertay Students' Association.	University Court	On recommendation of Students' Association Trustees.	Secretary to Court	Subject to review at 5 yearly intervals in line with Education Act 1994.

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6.1.9	Approval of the Code of Practice relating to the Abertay Students' Association.	University Court	Governance and Nominations Committee	Secretary to Court	Required for compliance with the Education Act 1994.
6.1.10	Removal of Honorary Awards.	University Court	Honorary Awards Board	Secretary to Court	In accordance with the Honorary Awards Policy.
6.1.11	Approval of the Annual Schedule of Court and Committee Meetings.	University Court	Relevant Court Committees	Secretary to Court	Changes to dates within the schedule and/or scheduling of extra-ordinary meetings are at the discretion of the Committee Chair.
<b>Matters Delegated by Court</b>					
6.1.12	Leadership and management of the University.	Principal and Vice-Chancellor	N/A	N/A	
6.1.13	To act in the name of Court in any cases of urgency, where it is not practicable to convene a meeting of Court.	Chair's Committee	N/A	Secretary to Court	The Chair and/or Chair's Committee should consider either calling a special meeting, consulting members of Court via correspondence or

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					dealing with the matter via Chair's action – only when delaying a decision would disadvantage the University. Where such action is taken, a written report should be made at the next meeting of Court.  In line with the Chair's Committee Terms of Reference.
6.1.14	Processing of routine business between meetings of Court.	Chair of Court	N/A	Secretary to Court	Subject to reporting to Court at its next meeting.  Action taken under delegated authority will normally consist of business that would not merit discussion at a Court meeting (such as signing of routine documents, and



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					detailed implementation of matters already agreed by Court).
6.1.15	Approval of the process for the appointment of the Internal and External Auditors and their annual fees.	Audit and Risk Committee	N/A	Director of Finance, Infrastructure and Corporate Services	
6.1.16	Approval of the annual Audit Plan.	Audit and Risk Committee	Senior Management Team	Director of Finance, Infrastructure and Corporate Services	
6.1.17	Approval of Health and Safety Policy Documents categorised as Management.	Health and Safety Committee	Senior Management Team	Director of People and Culture	In line with the Policy Document Governance Framework.
6.1.18	Approval of Senate Committees Structure and Terms of Reference.	Senate	Relevant Senate Committee	Secretary to Court	In line with the Academic Governance Framework and the Policy Document Governance Framework.
6.1.19	Approval of Learning and Teaching Sub-Committees Structure and Terms of Reference.	Learning and Teaching Committee	Relevant sub-committee	Secretary to the Committee	In line with the Academic Governance Framework and the

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					Policy Document Governance Framework.
6.1.20	Approval of Research and Knowledge Exchange Sub-Committees Structure and Terms of Reference.	Research and Knowledge Exchange Committee	Relevant sub-committee	Secretary to the Committee	In line with the Academic Governance Framework and the Policy Document Governance Framework.
6.1.21	Approval of Research Ethics Sub-Committees Structure and Terms of Reference.	Research and Knowledge Exchange Committee	Relevant sub-committee	Secretary to the Committee	In line with the Academic Governance Framework and the Policy Document Governance Framework.

Strategy and Risk					
ID	Decision or Activity	Approval Authority/ Delegated to:	Recommending Committee/ Role Holder	Advising Officer	Additional Information
Matters Reserved to Court					
6.2.1	Approval of the Mission and Strategic Vision of the University.	University Court	Senior Management Team	Principal and Vice-Chancellor	
6.2.2	Approval of University-wide supporting strategies relating to: <ul style="list-style-type: none"> <li>Civic Engagement.</li> </ul>	University Court	Finance and Corporate Performance Committee	Vice-Principal and University Secretary	
6.2.3	Approval of University-wide supporting strategies relating to: <ul style="list-style-type: none"> <li>Digital</li> <li>Estates</li> <li>Finance.</li> </ul>	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	
6.2.4	Approval of University-wide supporting strategies relating to: <ul style="list-style-type: none"> <li>People</li> </ul>	University Court	People, Health and Equality Committee	Director of People and Culture	
6.2.5	University-wide supporting strategies relating to: <ul style="list-style-type: none"> <li>International and Partnerships</li> </ul>	University Court	Senate	Principal and Vice-Chancellor	
6.2.6	University-wide supporting strategies relating to:	University Court	Senate	Principal and Vice-Chancellor	

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	<ul style="list-style-type: none"> <li>Research, Knowledge Exchange and Innovation</li> </ul>				
6.2.7	University-wide supporting strategies relating to: <ul style="list-style-type: none"> <li>Student Success.</li> </ul>	University Court	Senate	Principal and Vice-Chancellor	
6.2.8	Approval of the University's Strategic Plan and areas of reporting via Key Performance Indicators	University Court	Finance and Corporate Performance Committee	Vice-Principal and University Secretary	
6.2.9	Approval of the establishment of a new campus or closure of a campus.	University Court	Finance and Corporate Performance Committee	Principal and Vice-Chancellor	
6.2.10	Approval of the establishment or a closure of a new company, joint venture or spin-out venture.	University Court	Finance and Corporate Performance Committee	Principal and Vice-Chancellor	Fin. Reg 24 Acquiring or subscribing for any shareholding in any company or corporate vehicle.
6.2.11	Approval of the University's Risk Management Framework, including the University's Risk Appetite	University Court	Audit and Risk Committee	Vice-Principal and University Secretary	Responsibility for monitoring policy and approach delegated to

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					the Audit & Risk Committee.
6.2.12	Health and Safety.	University Court	People, Health and Equality Committee	Director of People and Culture	Responsibility for monitoring policy and approach delegated to the Health and Safety Committee which reports to the People, Health and Equality Committee.
6.2.13	Equality Diversity and Inclusion.	University Court	People, Health and Equality Committee	Director of People and Culture	Responsibility for monitoring policy and approach delegated to the People, Health and Equality Committee.
<b>Matters Delegated by Court</b>					

Financial Management					
ID	Decision or Activity	Approval Authority/ Delegated to:	Recommending Committee/ Role Holder	Advising Officer	Additional Information
Matters Reserved to Court					
6.3.1	Approval of Annual Budget and Financial Forecasts.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 11.1
6.3.2	Approval of Financial statements (Annual Report) including Accounting Policies.	University Court	Audit and Risk Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 5
6.3.3	Approval of the University's Financial Regulations.	University Court	Finance and Corporate Performance Committee (considered by the Audit and Risk Committee prior to its submission)	Director of Finance, Infrastructure and Corporate Services	See 6.2.3 re. approval of the Finance Strategy; Fin. Reg 2.2;
6.3.4	Approval of land and property purchase/lease/disposal (out with approved budget including associated capital expenditure programme) where the value is over £500,000.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 11.2 See 6.2.10 where the value is under £500,000

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6.3.5	Approval of other estates and capital projects (out with approved budget including associated capital expenditure programme) where the value is over £500,000.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 11.2 See 6.3.11 where the value is under £500,000
6.3.6	Approval of borrowing (this does not include rental/hire arrangements); application for loans and receipt of such borrowings of any value.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 15.2
6.3.8	Approval of policy documents relating to Financial Management.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 15
6.3.9	Approval of the University's Procurement Strategy.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	
<b>Matters Delegated by Court</b>					
6.3.10	Approval of land and property purchase/lease/disposal (out with approved budget including associated capital expenditure	Principal and Vice-Chancellor	N/A	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 11.2 See 6.3.4 where the value is over £500,000.

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	programme) where the value is under £500,000.				
6.3.11	Approval of other estates and capital projects (out with approved budget including associated capital expenditure programme) where the value is under £500,000.	Principal and Vice-Chancellor	N/A	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 11.2 See 6.3.5 where the value is over £500,000
6.3.12	Authorisation of capital and revenue expenditures within the limits approved by Court when setting the University's annual budget.	Principal and Vice-Chancellor	N/A	Director of Finance, Infrastructure and Corporate Services	
6.3.13	Authorisation of the virement of budgets within the financial framework approved by Court.	Principal and Vice-Chancellor	N/A	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 12.3
6.3.14	Authorisation of the University's engagement with legal and other agreements and affiliations with academic and other partners.	Principal and Vice-Chancellor	N/A	Vice-Principal and University Secretary	
6.3.15	Acceptance of Gifts and Donations.	Principal and Vice-Chancellor	N/A	Principal authorised to accept donations advised by the Vice-	As per the Terms of Reference for the Gifts Acceptance and



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				Principal and University Secretary and the Director of Finance, Infrastructure and Corporate Services.	Allocation Committee and in line with University policy. For the use of donations (or the income from an endowment), regulations for general expenditure will apply.
6.3.16	Approval of Tuition Fees for Taught Programmes (Home).	Principal and Vice-Chancellor	N/A	Vice-Principal and University Secretary	
6.3.17	Approval of Tuition Fees for Taught Programmes (International).	Principal and Vice-Chancellor	N/A	Dean of International and UK Partnerships	
6.3.18	Approval of Tuition Fees for Research Degrees.	Principal and Vice-Chancellor	N/A	Dean of Research and the Graduate School	
6.3.19	Appointment of the University's Investment Fund Managers.	Director of Finance, Infrastructure and Corporate Services	N/A	N/A	In line with Procurement regulations.

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6.3.20	Approval of the University's Scottish Funding Council Transparent Approach to Costing Return (TRAC).	Director of Finance, Infrastructure and Corporate Services	N/A	Director of Finance, Infrastructure and Corporate Services	Reviewed by the Finance and Corporate Performance Committee prior to submission.
6.3.21	Placing funds for investment.	Director of Finance, Infrastructure and Corporate Services	N/A	N/A	Fin. Reg 15.3
6.3.22	Ensuring that the University seeks to achieve Value for Money in its activities.	Finance and Corporate Performance Committee	Senior Management Team	Director of Finance, Infrastructure and Corporate Services	The Committee receives an annual Value for Money report.
6.3.23	Approval of requests to write debts off in excess of £5,000.	Finance and Corporate Performance Committee	N/A	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 16.3 See 6.3.24 for debts under £5,000
6.3.24	Approval of requests to write debts off under £5,000	Director of Finance, Infrastructure and Corporate Services	N/A	N/A	Fin. Reg 16.3 See 6.3.23 for debts in excess of £5,000

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6.3.25	Approval of the Annual Procurement Report for publication on the University website and notification to the Scottish Government.	Finance and Corporate Performance Committee	Senior Management Team	Director of Finance, Infrastructure and Corporate Services	

### Appointments and Remuneration

ID	Decision or Activity	Approval Authority/ Delegated to:	Recommending Committee/ Role Holder	Advising Officer	Additional Information
<b>Matters Reserved to Court</b>					
6.4.1	Appointment of the Principal and Vice-Chancellor as the Chief Executive of the University.	University Court	Appointment Committee established by Court		Role profile available at <a href="#">Court's Key Individuals   Abertay University</a>
6.4.2	Appointment of the Deputy Principal and Deputy Vice-Chancellor and any Vice-Principals.	University Court	Appointment Committee established by Court		
6.4.3	Appointment of the Secretary to Court.	University Court	Appointment Committee established by Court		Role profile available at <a href="#">Court's Key Individuals   Abertay University</a>

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6.4.4	Appointment of the Chancellor.	University Court	Appointment Committee established by Court		
6.4.5	Appointment of the Chair of Court.	University Court - Appointment as per the outcome of the Election	Appointment Committee established by Court		<p>Role profile available at <a href="#">Court's Key Individuals   Abertay University</a></p> <p>In accordance with the Higher Education Governance (Scotland) Act 2016. Includes re-appointment for a second term.</p>
6.4.6	Appointment of the Vice-Chair of Court.	University Court	Governance and Nominations Committee	Secretary to Court	<p>Role profile available at <a href="#">Court's Key Individuals   Abertay University</a>.</p> <p>Includes re-appointment for a second term</p>
6.4.7	Appointment of independent members to Court.	University Court	Governance and Nominations Committee	Secretary to Court	<p>General Descriptor for Court members available at <a href="#">Court's Key Individuals   Abertay University</a></p>

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6.4.8	Appointment to the Chair and Vice-Chair of Committees of Court.	University Court	Governance and Nominations Committee	Secretary to Court	
6.4.9	Appointment of members to Committees of Court.	University Court	Governance and Nominations Committee	Secretary to Court	Including the appointment of external members.
6.4.10	Removal of a member of Court from office in accordance with the article 14 of the Order or for other cause deemed appropriate by Court	University Court	Governance and Nominations Committee	Secretary to Court	As outlined in the University Court Standing Orders.
6.4.11	Approval of the rules for the election and nominations of individuals to Court.	University Court	Governance and Nominations Committee	Secretary to Court	
6.4.12	Approval of the regulations for Elections to Senate.	University Court	Governance and Nominations Committee	Secretary to Court	
6.4.13	Approval of the overall pay and grading framework.	University Court	Executive Group	Principal and Vice-Chancellor	Fin. Reg 20.1 The Executive Group is responsible for implementing the framework and approving pay uplifts

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					and minor amendments as required.
6.4.14	Approval of policy documents affecting staff and their terms and conditions.	University Court	People, Health and Equality Committee	Director of People and Culture	In line with the Policy Document Governance Framework
6.4.15	Approval of policy documents affecting staff related to pension benefits.	University Court	Finance and Corporate Performance Committee	Director of Finance, Infrastructure and Corporate Services	Fin. Regs 20.4 In line with the Policy Document Governance Framework
6.4.16	Approval of the University's Severance Statement.	University Court	Remuneration Committee	Director of People and Culture	
<b>Matters Delegated by Court</b>					
6.4.17	Appraisal/Review of the Principal and Vice-Chancellor with recommendations to the Remuneration Committee.	Chair of Court	N/A	Chair of Court	Stipulated in Scottish Code of Good HE Governance
6.4.18	Appraisal/review of the performance of the Secretary to Court.	Chair of Court	N/A	Chair of Court	Stipulated in Scottish Code of Good HE Governance. Taking care to ensure that any other duties the Secretary may perform

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					for the University are excluded from consideration and will make recommendations accordingly.
6.4.18	Appraisal/Review of the Chair of Court.	Court Intermediary	University Court will be asked to provide feedback as part of the process.	Court Intermediary	Stipulated in Scottish Code of Good HE Governance
6.4.20	Authorisation of the engagement of staff, determine their number and their terms and conditions of employment and vary any individual contract of employment.	Principal and Vice-Chancellor	N/A	Director of People and Culture	
6.4.21	Oversight of the processes associated with the maintenance of good order in the University, including those associated with staff and student discipline.	Principal and Vice-Chancellor	N/A	Director of People and Culture (staff)/ Director of Student and Academic Services (students)	
6.4.22	Nomination of a Senate representative to Court.	Senate	N/A	Secretary to Court	

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6.4.23	Appointment of Emeritus or Visiting Academic Staff.	Academic Leadership Group	N/A	Relevant member of the Senior Management Team	In line with the Visiting and Emeritus Title Policy.
6.4.24	Determining the remuneration of the Chair of Court.	Remuneration Committee	N/A	Secretary to Court	
6.4.25	Determining salary and conditions of service (including severance arrangements if appropriate) of the members of the Executive Group	Remuneration Committee	N/A	Director of People and Culture	
6.4.26	Approval of the appointment of consultants for building projects determined by management or the Finance and Corporate Performance Committee as too large or specialist for internal resources.	Finance and Corporate Performance Committee	Senior Management Team	Director of Finance, Infrastructure and Corporate Services	Fin. Reg 19.2 Appointments shall be subject to tendering and will comply with the University's Purchasing and Procurement Manual.



## Academic

Further information is available in the Academic Governance Framework, approved by Senate on 29 October 2025.

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<b>Matters Reserved to Court</b>					
<b>Matters Delegated by Court</b>					
6.5.1	Conferment of Undergraduate Academic Awards	Programme Assessment Boards	Subject Assessment Board	Director of Student and Academic Services	Academic Regulation 44 See 6.5.4 re. Honorary Awards
6.5.2	Conferment of Taught Postgraduate Academic Awards	Programme Assessment Boards	Subject Assessment Board	Director of Student and Academic Services	Academic Regulation 38 See 6.5.4 re. Honorary Awards
6.5.3	Conferment of Research Academic Awards	Research Degrees Assessment Board	Examining Panel	Director of Student and Academic Services	Academic Regulation 55 See 6.5.4 re. Honorary Awards
6.5.4	Conferment of Honorary Degree and Fellow Awards	Honorary Awards Board	N/A	Vice-Principal and University Secretary	See 6.1.10 regarding Removal of Honorary Awards.

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6.5.5	Approval of Academic regulations <ul style="list-style-type: none"> <li>Undergraduate</li> <li>Taught postgraduate</li> <li>Exceptional circumstances (force majeure))</li> </ul>	Senate	Learning and Teaching Committee	Director of Student and Academic Services	Senate has delegated authority to the Academic Appeals Panel regarding waiving Academic Regulation 7
6.5.6	Approval of Academic regulations <ul style="list-style-type: none"> <li>Research degrees</li> </ul>	Senate	Research and Knowledge Exchange Committee	Director of Student and Academic Services	Senate has delegated authority to the Academic Appeals Panel regarding waiving Academic Regulation 7
6.5.7	Approval of Academic qualifications <ul style="list-style-type: none"> <li>Undergraduate</li> <li>Taught Postgraduate</li> </ul>	Senate	Learning and Teaching Committee	Director of Student and Academic Services	
6.5.8	Approval of Academic qualifications <ul style="list-style-type: none"> <li>Research Degrees</li> </ul>	Senate	Research and Knowledge Exchange Committee	Director of Student and Academic Services	
6.5.9	Approval of Academic policy documents of the University, including those related to	Senate	Learning and Teaching Committee	Director of Student and Academic Services	In line with the Policy Document Governance Framework; Those impacting students on

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	pedagogic matters and those relating to student conduct.				research degrees would also require consideration by the Research and Knowledge Exchange Committee.
6.5.10	Approval of Learning and teaching policy documents related to the student experience that has an impact on and strategies around learning and teaching.	Learning and Teaching Committee	Senior Management Team	Dean of Learning and Teaching	In line with the Policy Document Governance Framework
6.5.11	Approval of Research and Knowledge Exchange policy documents related to research practice and research degree quality assurance.	Research and Knowledge Exchange Committee	Senior Management Team	Dean of Research and the Graduate School	In line with the Policy Document Governance Framework.
6.5.12	Approval of the Academic Calendar.	Senate	Learning and Teaching Committee	Director of Student and Academic Services	In consultation with the Senior Management Team.
6.5.13	Approval of the Annual Schedule of Senate Committee Meetings.	Senate	Relevant Senate Committee	Secretary to Court	Changes to dates within the schedule and/or scheduling of extraordinary meetings

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					are at the discretion of the Committee Chair
6.5.14	Continuing academic standards of taught provision through Institution-Led Review	Senate	Learning and Teaching Committee	Director of Student and Academic Services	Including Departmental and Services Institution-Led (ILR) Reviews. Via Approval of ILR Report and Action Plan
6.5.15	Continuing academic standards of research degrees through institution-led review	Senate	Research and Knowledge Exchange Committee	Director of Student and Academic Services	Via Approval of ILR Report and Action Plan
6.5.16	Approval of New Modules.	Academic Quality and Standards Committee	Relevant Dean of Faculty	Director of Student and Academic Services	
6.5.17	Approval of New programmes of study (stage 3).	Learning and Teaching Committee	Programme/Partnerships Approval Panel	Director of Student and Academic Services	
6.5.18	Approval of New partnerships	Learning and Teaching Committee	Programme/Partnerships Approval Panel	Director of Student and Academic Services	
6.5.19	Approval of Minor changes to existing modules.	Faculty Academic Committee	Head of Department	Director of Student and Academic Services	

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6.5.20	Approval of Major changes to existing modules.	Academic Quality and Standards Committee	Faculty Academic Committee	Director of Student and Academic Services	
6.5.21	Approval of Minor changes to existing programmes of study	Faculty Academic Committee	Programme/Subject Lead with input from the Head of Department and the Faculty Head of Teaching Quality and Learning Enhancement.	Director of Student and Academic Services	
6.5.22	Approval of Major changes to existing programmes of study outwith those identified as part of the Institution Led Review process.	Academic Quality and Standards Committee	Faculty Academic Committee	Director of Student and Academic Services	
6.5.23	Approval of Major changes to existing programmes of study identified as part of the Institution Led Review process.	Learning and Teaching Committee	Academic Quality and Standards Committee	Director of Student and Academic Services	
6.5.24	Approval of existing partnerships: substantial major changes requiring a Programme Change Approval Panel	Learning and Teaching Committee	Programme Change Approval Panel	Director of Student and Academic Services	

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6.5.25	Approval of existing programmes: substantial major changes requiring a Programme Change Approval Panel.	Learning and Teaching Committee	Programme Change Approval Panel	Director of Student and Academic Services	
6.5.26	Appointment of External Examiners for Taught Programmes.	Academic Quality and Standards Committee	Relevant Dean of Faculty	Director of Student and Academic Services	
6.5.27	Appointment of External Examiners for Research Degrees.	Dean of Research and the Graduate School	Relevant Dean of Faculty on behalf of the Research Degrees Assessment Panel	Director of Student and Academic Services	
6.5.28	Acceptance of External Examiner Reports: <ul style="list-style-type: none"> <li>Taught Programmes</li> </ul>	Faculty Academic Committee	Relevant Dean of Faculty	Director of Student and Academic Services	Review submitted to the Learning and Teaching Committee by the Dean of Learning and Teaching
6.5.29	Acceptance of External Examiner Reports: <ul style="list-style-type: none"> <li>Research Degrees</li> </ul>	Dean of Research and the Graduate School	N/A	Director of Student and Academic Services	Review included in the Annual Report
6.5.30	Approval of Faculty Annual Reports and Action Plans.	Academic Quality and Standards Committee	Faculty Academic Committee	Director of Student and Academic Services	

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6.5.31	Approval of Department (excl. Graduate School) Annual Reports and Action Plans	Faculty Academic Committee	Relevant Dean of Faculty	Director of Student and Academic Services	
6.5.32	Approval of Graduate School and Research Degrees Annual Report and Action Plans	Research Degrees Committee	Academic Leadership Group	Dean of Research and the Graduate School	Any learning/teaching aspects should be considered by the Academic Quality and Standards Committee.
6.5.33	Approval of Service (incl. AbLE Academy) Annual Reports and Action Plans.	Academic Quality and Standards Committee	Relevant member of the Senior Management Team	Director of Student and Academic Services	
6.5.34	Approval of Programme (excl. PGCAP) Annual Reports and Action Plans	Faculty Academic Committee	Relevant Dean of Faculty	Director of Student and Academic Services	
6.5.35	Approval of PGCAP Annual Report and Action Plans	Academic Quality and Standards Committee	Dean of Learning and Teaching	Director of Student and Academic Services	
6.5.36	Approval of Programme Accreditations.	Faculty Academic Committee	Relevant Dean of Faculty	Director of Student and Academic Services	
6.5.37	Approval of Assessment Matrices.	Faculty Academic Committee	Relevant Dean of Faculty	Director of Student and Academic Services	

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6.5.38	Approval Procedure Manual Templates for Partnerships.	Partnerships and International Committee	N/A	Dean of International and UK Partnerships	The Committee will also consider any partner specific changes to templates and all procedures manuals for all new partnerships.
6.5.39	Approval of Postgraduate Student and Supervisor Handbooks	Research and Knowledge Exchange Committee	Research Degrees Committee	Dean of Research and the Graduate School	
6.5.40	Authority for deferring, upholding or not upholding of academic appeals.	Academic Appeals Panel	N/A	Director of Student and Academic Services	
6.5.41	Authority to deal with academic misconduct by students.	Student Academic Disciplinary Panels	N/A	Director of Student and Academic Services	In line with approved process
6.5.42	Authority to impose sanctions on students found guilty of misconduct.	Student Academic Disciplinary Panels	N/A	Director of Student and Academic Services	In line with approved process



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6.5.43	Authority to deal with non-academic misconduct by students.	Non-Academic Disciplinary Panel/Board	N/A	Director of Student and Academic Services	In line with approved process (two-stage process)

## 6. Related Policy Documents and Supporting Documents

Legislation	<a href="#">The Abertay University (Scotland) Order of Council 2019</a> ; <a href="#">Higher Education Governance (Scotland) Act 2016</a>
Strategy	<a href="#">Strategy 2025-30   Abertay University</a>
Policy	<a href="#">Court Statement of Primary Responsibilities</a> ; <a href="#">The Role of the Chair of Court</a> ; <a href="#">The Role of the Vice-Chair of Court</a> ; <a href="#">The Role of the Principal and Vice-Chancellor</a> ; <a href="#">The Role of the Secretary to Court</a> ; <a href="#">The Role of the Court Intermediary</a> and <a href="#">The Role of the Committee Chair</a> ; <a href="#">Terms of Reference Audit and Risk Committee</a> ; <a href="#">Terms of Reference Chair's Committee</a> ; <a href="#">Terms of Reference Finance and Corporate Performance Committee</a> ; <a href="#">Terms of Reference Governance and Nominations Committee</a> ; <a href="#">Terms of Reference People, Health and Equality Committee</a> ; <a href="#">Terms of Reference Remuneration Committee</a>
Procedures	N/A
Guidelines	<a href="#">Scottish Code for Good Higher Education Governance 2023</a>
Local Protocol	N/A
Forms	N/A

## 7. Additional Information

Audience	Public
Applies to	All University Members
Classification	Corporate Governance
Category	University Governance
Subcategory	University Court and Administration its Committees
Approving Authority	University Court
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Policy Document Owner	Vice-Principal and University Secretary

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## Appendix 1 Nine Principles of Public Life in Scotland

The Scottish Government's Model Code of Conduct for Members of Devolved Public Bodies indicates that the following nine general principles of conduct should be observed in public life:

**Duty:** You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core functions and duties of that body.

**Selflessness:** You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

**Integrity:** You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

**Objectivity:** You must make decisions solely on merit and in a way that is consistent with the functions of the public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

**Accountability and Stewardship:** You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

**Openness:** You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

**Honesty:** You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

**Respect:** You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly, you must respect members of the public when performing duties as a member of your public body.